

**2 June 1997**

**Inspection**

**SELF INSPECTION PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFRPD 90-2, *Inspector General - The Inspection System*. It establishes a Self-Inspection Program (SIP) for the 911 AW. It outlines responsibilities, establishes time tables for conducting the inspections, provides guidance in the organization and content of the self-inspection books, contains procedures for disseminating crossfeed and inspection report from other units, and provides for the reporting of discrepancies to supervisors and commander for assistance with corrective actions. It applies to all 911 AW self-inspection managers and monitors.

**SUMMARY OF REVISIONS**

This is the initial publication of 911 AWI 90-201 revising 911 AWI 123-1, 13 Dec 93. It updates and streamlines previous guidance.

**1. General Philosophy:**

- 1.1. The purpose of the Self-Inspection Program is to identify and correct deficiencies before they become detrimental to mission accomplishment. To achieve this, the SIP highlights trouble areas to get managerial attention before these areas become problems.
- 1.2. A specific goal of this program is to give the Commander the status of wing programs without generating excessive paperwork.

**2. Establishing the Self-Inspection Program:**

- 2.1. The wing commander will designate a Wing Self-Inspection monitor and a Special Interest Item (SII) monitor. The appointment letters will be kept on file in the wing SIP book and copies will be forwarded to 22 AF.
- 2.2. Group commander, squadron commanders and section chiefs will appoint functional area SIP managers to conduct the program in their organization.

2.3. A copy of the functional area manager appointment letter will be kept in the respective SIP book. The Wing SIP monitor will maintain a file of all appointment letters.

2.4. The functional areas which will participate in the SIP are listed on the "Information Flow" Wiring Diagram at [Attachment 1](#). The group commanders' offices serve as distribution points for their subordinate sections. The information flow is bi-directional. Inspection reports/crossfeed and other sources disseminate from the wing SIP monitor to the functional areas through the local area network. Monitors are responsible for pulling information off the local area network for their program. Self-Inspection reports go through each level of supervision to the Wing Commander.

### 3. Dissemination of Information:

3.1. Self-inspection subjects and checklists originate from a number of sources, as listed in the following chart:

SIP	SOURCE	PROVIDED BY	REMARKS
1	AFRESRP 90-1 – IG CROSSFEED NEWSLETTER	OPR	Not required in all SIP books. Functional SIP managers must have access.
2	911 AW ORI/QAFA discrepancies	Wing SIP Monitor	Functional SIP managers must maintain their discrepancies in SIP book until the next similar inspection. NO REPEAT WRITE-UPS
3	Other unit ORI/QAFA discrepancies or laudatory comments	Wing SIP Monitor	Check against our program/checklist. Modify if necessary.
4	Newsletters and other reports	Wing SIP Monitor	LG, OG, SPTG, CES, MSSQ SPF, 758AS, 32 APS will maintain for themselves and subordinate sections.
5	AFRES common core checklist	Wing SII Monitor	The Wing SII monitor will appoint an OPR for each item.

3.2. The Wing SIP monitor will break down the above mentioned materials and distribute them to CV, SE, JA, IG, FM, PA, CCE, OSF, CP, HO, XP, ASTA, as applicable. The SIP managers for these offices will acknowledge receipt and understanding either through e-mail or letter with appropriate disposition. The Wing SIP monitor will also make distribution to applicable group commanders. Their designated representatives will acknowledge receipt of the transmittal sheet and make distribution to subordinate offices. The Wing SIP monitor will maintain a log of distribution to SI managers and their acknowledge of receipts and any findings. This log needs to be maintained after all responses are received.

#### 4. Self Inspection Books:

4.1. This section describes the content and format of self-inspection books. Not every functional area requiring a self-inspection is required to have a separate book. Multiple areas with their associated checklists and discrepancy/follow-up logs may be kept in the same binder. Individual commanders and section chiefs will determine which functional areas may share a common self-inspection book. This decision should be based on the amount of crossfeed maintained for each functional area, the number of people requiring access to the book, the number and size of checklists in each area, and the physical proximity of each functional area.

4.2. The following is a list of sections in each self-inspection book. It gives a brief explanation of the contents of each section and the AFMAN 37-139 table and rule for disposition. 911 AWI 90-201 will be maintained in the front of each SIP book.

##### 4.2.1. CONTENTS:

4.2.1.1. Section One - Designation of Authority: T 037-15, R19. Current copies of all letters of appointment for self-inspection program and special interest item managers covered by this SI book.

4.2.1.2. Section Two - Inspection Reports: T 090-02, R03. 911 AW ORI/QAFA reports and any inspection done by an outside agency. Answerable discrepancies from formal inspections must be maintained until the next like inspection report is received. Reports with no discrepancies in your functional area are not required. Entire ORI/QAFA reports or the portion pertaining to your area may be maintained if desired.

4.2.1.3. Section Three - Info Copies of Inspection Report: T 090-02, R04. Portions of other unit's inspection reports should be maintained until your functional area can be updated to ensure against the 911th AW receiving similar discrepancies. Procedures from favorable reports should be incorporated into your program. At least the current quarterly IG Crossfeed newsletter (AFRESRP 90-1) will be maintained in this section.

4.2.1.4. Section Four - Special Interest Items (SII): T 090-02, R05. A copy of the 22 AF listing of SII will be maintained by LG, OG, SPTG, CES, MSSQ, SPF, 758AS, 32APS. Current SII will be maintained by the OPR. Other functional areas may maintain select SII if directed to by the OPR or higher authority or at their own discretion.

4.2.1.5. Section Five - Inspection check-lists: T 090-02, R10. Record copies of AFRES common core checklists, AMC inspection guides and locally generated checklists will be maintained here. The common core checklist is only required for those listed in paragraph **3.1.**, table item 6. Some AMC inspection guides are not applicable to AFRC, but may be used for reference. Locally generated checklist (if used) may incorporate applicable portions of the common core checklist and/or AMC inspection guides as well as any other items the functional area manager wants to monitor.

4.2.1.6. Section Six - Internal Inspections: T 037-15, R31. Working copies of self-inspection checklists from the latest semi-annual self-inspection may be kept here. All discrepancies will be logged on AF Form 3136. Discrepancies found on formal inspection will be kept each on a separate AF Form 3136, and will be maintained and reviewed semiannually until the next sim-

ilar inspection. The latest self-inspection report will be maintained in this section. The format will be in accordance with sample [Attachment 2](#). In addition any miscellaneous information pertaining to self-inspections may be kept in this section.

## **5. Conducting Self-Inspections:**

5.1. The report for the semiannual self-inspection must be completed and received by CCE/CP (self-inspection monitor) by Saturday of the regularly scheduled June and December UTAs. If your report goes through several levels of supervision before reaching the using self-inspection monitor, the inspection may need to be initiated one or two months prior to the deadline.

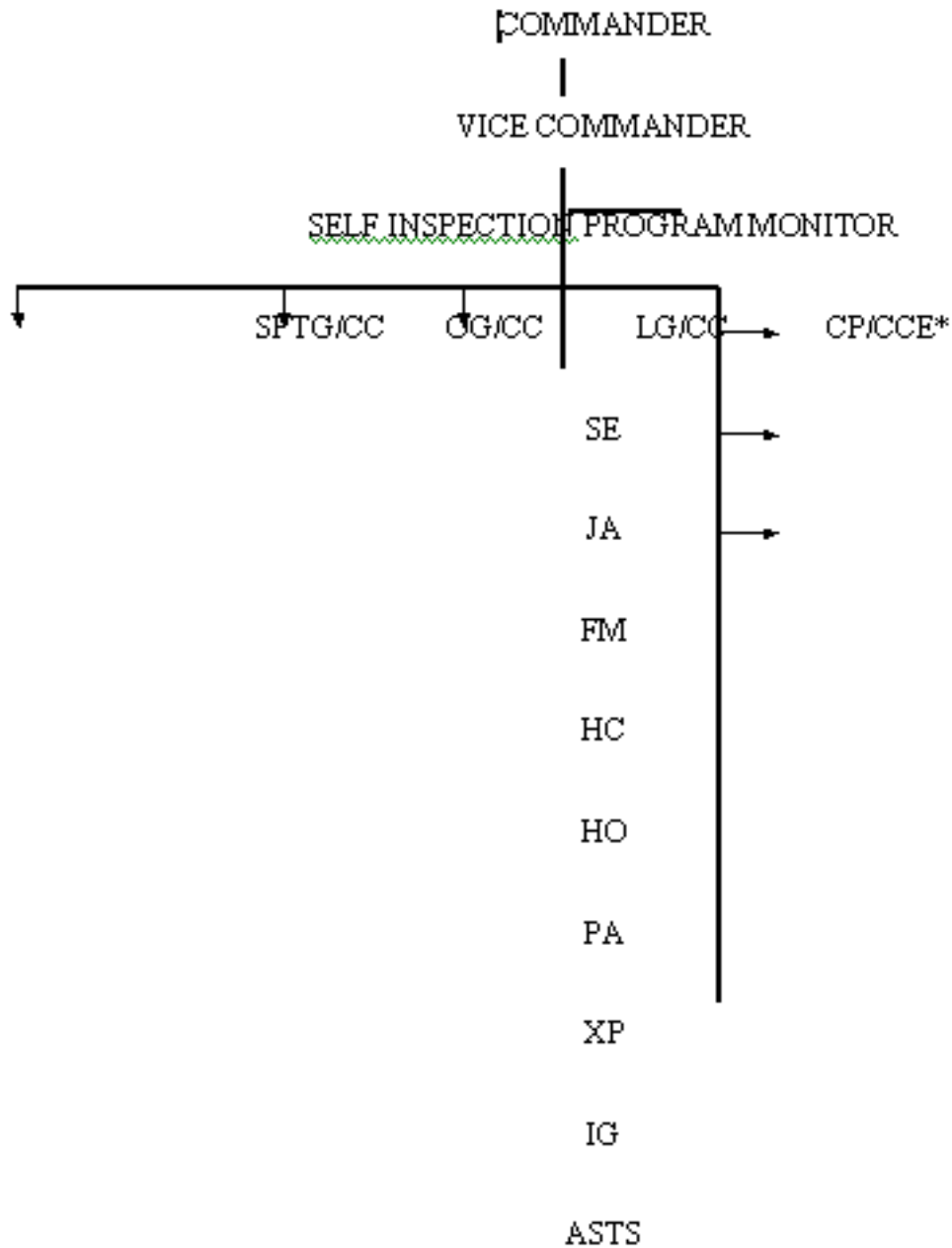
5.2. Review locally generated checklists and update, if necessary, each time a self-inspection is conducted. Identify problems/discrepancies of AF Form 3136 and establish a reasonable estimated completion date (ECD). Periodically, take follow-up action and review the ECD (update, if necessary).

5.3. All discrepancies should be included on the self-inspection report in the format shown in [Attachment 2](#). Items that must be included are those beyond your capability to correct; those that cannot be corrected by the next scheduled self-inspection or formal evaluation; those that require higher level assistance and any that the supervisor wishes to forward. Additionally, any answerable discrepancy from a formal inspection (ORI/QAFA) which your functional area received must be included on each semi-annual self-inspection report. These must be included even after the problem is corrected and closed to preclude recurrence on the next similar inspection. When supervisors or commanders combine reports from subordinate sections, identify discrepancy by section.

F. BAXTER LANE, Col, USAFR  
Commander

## Attachment 1

## SELF INSPECTION PROGRAM INFORMATION FLOW



\*Maintain Common Core checklist and special interest item ~~letter~~ for subordinate sections.



**Attachment 2****SELF INSPECTION REPORT FORMAT**

MEMORANDUM FOR (Next Higher Office)

FROM: (UNIT OFFICE SYMBOL)

SUBJECT: Semi-annual Self-Inspection Report

(UNIT) completed its semi-annual self-inspection on (DATE) and the open areas are listed below:

1. (CHECKLIST, SECTION AND ITEM #)

DISCREPANCY:

CORRECTIVE ACTION:

IMPACT: (Use only if discrepancy is critical to mission readiness)

ECD: (Estimated Completion Date)

**EXAMPLE:**

2. Common Core, Small Computers, #13f(2)

DISCREPANCY: Electrical surge protectors not available.

CORRECTIVE ACTION: Surge protectors ordered 14 May 95.

ECD: 1 Dec 95

3. (Continue until all discrepancies are listed)

(Unit Commander/Division Chief Signature Block)